

HIV/AIDS Community Information Outreach Project 2015

Frequently Asked Questions(FAQs)

1. Are the HIV/AIDS Community Information Outreach Project 2015 awards grants or contracts?

All awards issued under this solicitation, will be Purchase Orders.

2. What's the difference between a grant and a contract?

A Federal grant is a financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity. A grant is usually used when there is no substantial programmatic involvement with the recipient during performance of the financially assisted activities.

A contract is an award instrument establishing a mutually binding legal relationship between the Government (buyer) and a Contractor/Vendor (seller), obligating the seller to furnish/deliver goods, supplies, or services whose functional and performance qualities are defined in the contract, and the buyer to pay for them. Contract performance is monitored closely to ensure accomplishment of the Statement of Work.

Unlike grants, payments on contracts are made when work has been completed and invoices are submitted and approved.

3. Because this is a contract does an awarded organization receive a check automatically or is it a reimbursement type of award?

This will be a firm fixed price contract. Awarded organizations must submit invoices as work is completed. The Contracting Officer's Representative will review and approve for accuracy, which will result in payment.

4. What is the difference between an RFP and an RFQ?

The RFP (Request for Proposal) is the solicitation document used in negotiated procurements to communicate Government requirements to prospective contractors and to solicit Proposals from them. A response to an RFP is called a proposal. The proposal is considered an offer from the contractor. When using an RFP, the Government will award a contract to the successful offeror(s).

The RFQ (Request for Quotation) is the solicitation document used in Simplified Acquisitions procedures to communicate the Government requirements to prospective vendors/contractors (FAR 13.307) and to solicit quotes from them. A response to a request

for quotations is called a quote or quotation. As it is merely a request for information, a quote is not considered an offer that could bind the quoter to a contract if accepted. (FAR 2.101) When an RFQ is used, the Government will issue a purchase order to the successful offeror(s). The vendor then agrees to accept or not accept the purchase order.

5. The solicitation states that the NAICS Code for this requirement is “624190,” must my organization be registered under this NAICS code in order to receive an award?

All awardees **must** be registered in the System for Award Management (SAM) database and should list NAICS Code “624190 Other Individual and Family Services” as an applicable business area. For more information on NAICS Codes, please visit the following website: <http://www.census.gov/eos/www/naics/>

6. The FedBizOpps synopsis states that all responsible offers may submit a proposal. What does “responsible” mean?

A “responsible” prospective contractor/vendor means a contractor that meets the standards in FAR 9.104. In accordance with the FAR, to be determined responsible, a prospective contractor must:

- Have adequate financial resources to perform the contract, or the ability to obtain them;
- Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- Have a satisfactory record of performance, integrity and business ethics;
- Have the necessary technical equipment and facilities or the ability to obtain them; and
- Be qualified and eligible to receive an award under applicable laws and regulations.

7. Does our organization need a DUNS number?

Yes, all vendors need a DUNS number. A DUNS number may be obtained immediately, at no charge, via the Internet at <http://fedgov.dnb.com/webform>. Please note a DUNS number is needed to register in SAM. D&B DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. A DUNS number enhances the credibility of your business in the marketplace. It enables potential customers and lenders to easily identify and learn about your company.

8. Does our organization need to register in the System for Award Management (SAM.gov)?

Yes, it is federally mandated that organizations wishing to do business with the federal government under a FAR-based purchase order must be registered in SAM before being awarded the purchase order. SAM is the System for Award Management. This site,

developed by the government will eventually combine eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. Phase one of SAM will combine CCR, ORCA, EPLS and FedReg. As a result, CCR, ORCA, EPLS and FedReg no longer exists since July 29, 2012. If you already have a DUNS number, you can register online at <http://www.sam.gov> by clicking on "Register/Update Entity." If you need a DUNS number follow the instructions at <http://fedgov.dnb.com/webform>. If you experience problems with your registration, please contact the SAM Federal Service help desk at 866-606-8220. One's SAM registration in no way guarantees your business winning a contract or an increase in business.

9. Would all materials developed under this project become the property of NLM, and would they become freely accessible electronically?

Materials developed under the HIV/AIDS Community Information Outreach Project 2015 funded by NLM, remain the property of the vendor.

10. Does the target population have to be in the US, or can it be in a foreign country (if the resources and services are from a US provider)?

The RFQ states that the project must be conducted within the U.S. If the resources and services are solely tailored for a target population outside of the U.S., this would not fit within the scope of the solicitation. But, if the target population is within the U.S. but populations in foreign countries are beneficiaries, the project would be within scope of the solicitation.

11. Is it necessary to provide any documentation related to the budget or are just the numbers sufficient?

For the budget proposed, the numbers should be understandable by reviewers who have no familiarity with the proposed project and can only rely on the information provided in the budget table, the narrative and other supporting documents. For example, \$200 for photocopying class handouts needs no further documentation, \$10,000 for a consultant needs explanation with regard to who is the consultant, what will that person do, what is the hourly rate, how many hours will the person work, and any other information that helps reviewers understand the project's intent and activities.

12. How many projects will receive funding?

The NLM anticipates awarding multiple projects. Funding will depend on the quality of proposal(s) received and the amount of funding available for the HIV/AIDS Community Information Outreach Project 2015.